

# Hillsborough County Pre-Trip Authorization and Reimbursement Request Form

All travel must comply with Administrative Directive No. AD-09.

This form must be completed prior to travel.



Name: Lindsay Kimball		Employee ID: 29770	We certify that the mode of transportation is the most cost effective under the circumstances and travel complies with AD No. AD-09.	
Address: 5633 Tughill Dr.			Signature of Traveler: <i>[Signature]</i>	Date: 8/21/15
City: Tampa		ZIP: 33624	Signature of Approving Authority: <i>[Signature]</i>	Date: 8/21/15
Dept./Agency: Economic Development		Ph #: (813) 273-3684	Print name of Approving Authority: Maria Jones	Travel Coordinator Name: Maria Jones
			Ph #: (813) 274-6806	

Purpose of Travel: 2015 Benchmarking				
Method of Travel: <input type="checkbox"/> County Vehicle <input type="checkbox"/> Private Vehicle <input checked="" type="checkbox"/> Common Carrier		Class of Travel: <input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		
Departure Date: 10/4/2015	Departure Time: 4:45 p	Travel Destination City: Denver	County:	State: CO
Return Date: 10/07/2015	Return Time: 5:05 pm	NOTES:		

ATTACH JUSTIFICATION FOR ESTIMATED EXPENSES:		SIGNED FORM VERIFYING COMPLETION OF TRAVEL IS DUE TO BOCC ACCOUNTING 5 DAYS AFTER TRAVEL RETURN DATE.	
<b>DETAIL OF REIMBURSABLE EXPENSES</b> Registration Fee: _____ \$2200.00 Hotel: _____ # days at \$ _____ per day \$0.00 Airline Ticket: <input checked="" type="checkbox"/> Non-refundable _____ \$695.50 Car Rental <input type="checkbox"/> Voucher: _____ \$ Auto Mileage: _____ miles at \$0.445 \$0.00 Per Diem: _____ quarter days at \$21.25 \$0.00 <b>Meals:</b> Breakfasts: _____ # at \$8 \$0.00 Lunches: _____ # at \$8 \$0.00 Dinners: _____ # at \$22 \$0.00 Other: _____ \$ <b>Total Estimated Expenses:</b> \$2895.50		Registration Fee: 1K 201003 \$2200 Hotel: _____ # days at \$ _____ per day \$ Airline Ticket: 1K 201003 (group x3) \$474.00 Car Rental Payment Proof Required \$ Auto Mileage: _____ miles at \$0.445 \$ Destination Mileage: _____ miles at \$0.445 \$ Explanation: Parking, Tolls, Taxi (attach receipts) \$72.00 Per Diem: _____ quarter days at \$21.25 \$ <b>Meals:</b> Breakfasts: 0 # at \$8 \$ Lunches: 1 # at \$8 \$8.00 Dinners: 2 # at \$22 \$44.00 Other Expenses (attach receipts) \$ <b>Total Allowances:</b> \$2798.00 *If overpaid, please Less Advanced Payments: \$2674.00 make check payable to BOCC and attach *Total Reimbursement: \$124.00	
ADVANCE EXPENSES: (90% OF ESTIMATED EXPENSES)			
Hotel: \$ _____ at 90% = \$0.00 Meals: \$ _____ at 90% = \$0.00 Mileage: \$ _____ at 90% = \$0.00 Other: \$ _____ at 90% = \$0.00 <b>Total Advanced Expenses:</b> \$0.00			

We hereby certify that this travel is true and correct in every material matter; that the expenses were incurred by the traveler as necessary travel in the performance of official duties; and that the same conforms in every respect with the requirements of § 112.061, Florida Statutes, and Administrative Directive No. AD-09.

Signature of Traveler: *[Signature]* Date: 10/8/15

Signature of Approving Authority: *[Signature]* Date: 10/8/15

Print Name of Approving Authority: \_\_\_\_\_

METHOD OF PAYMENT: (COMPLETE DETAILED INFORMATION REQUIRED)			
Registration: <input type="checkbox"/> PCard Amount: \$ _____	<input type="checkbox"/> Check Request: Payable to: _____ Address: _____ Early Bird Deadline: / /	Supplier No.: _____ Account String: _____	Phone #: ( ) - Fax #: ( ) -
Hotel: <input type="checkbox"/> PCard Confirm #: _____	<input type="checkbox"/> Check Request: Payable to: _____ Address: _____	Supplier No.: _____ Account String: 0004.110708 . 5520	Phone #: ( ) - Fax #: ( ) -
Rental Car: <input type="checkbox"/> PCard <input type="checkbox"/> Voucher _____	For Payment to Vendor _____	Account String: _____	Amount: \$ _____
Ince Travel Expenses Payable to Traveler:		Account String: _____	Amount: \$ _____
Reimbursable Travel Expenses to Traveler:		Account String: _____	Amount: \$ _____
Expense Number: _____		Supplier Number: _____	

TAMPA AIRPORT PARKING  
(813) 870-8791

Rcpt# 94938  
10/07/15 17:43 L# 3 A# 1 Txn#121740  
10/04/15 14:34 In 10/07/15 17:43 out  
Tkt# 742101  
LT\_2016 \$ 67.29  
Total Tax \$ 4.71  
Total Fee \$ 72.00  
MASTER CARD \$ 72.00-  
XXXXXXXXXXXX1245  
Approval No.:02342Z  
Reference No.:005703  
Change Due \$ 0.00

THANK YOU AND DRIVE SAFELY

Reimbursement  
Kinball

- Parking \$ 72.00  
airport

- Dinner 10/4 } Meals  
- Dinner 10/6 } to  
- Lunch 10/7 } reimburse

Left my home 10/4 @  
2pm

returned home 10/7 @  
6:00pm

## Sanabria, Tammie

---

**From:** Jones, Maria  
**Sent:** Monday, September 28, 2015 1:18 PM  
**To:** Kimball, Lindsey  
**Cc:** Sanabria, Tammie  
**Subject:** RE: Chamber trip

The Chamber has handled everything along with transportation once you arrive. Tammie has the packet that I gave her which explains what it includes along with some instructions.

Also, I know that you gave me this once before but can I get your emergency contact for this conference? Thank you.

**From:** Kimball, Lindsey  
**Sent:** Monday, September 21, 2015 8:37 AM  
**To:** Jones, Maria <JonesM@HillsboroughCounty.ORG>  
**Subject:** Chamber trip

Hi Maria- I was wondering if there was anything that we needed to do for the hotel reservation or was the Chamber handling that with the registration for the trip? Please let me know if that registration has already been handled or not. Thank you- Lindsey

Lindsey K. Kimball, CEcD  
Director  
Hillsborough County Economic Development  
701 East Kennedy Blvd 20th Floor  
Tampa, FL 33602-3503  
Ph: 813-273-3684  
[KimballL@hillsboroughcounty.org](mailto:KimballL@hillsboroughcounty.org)  
Twitter: @Lindseykimball

Please note: all correspondence to or from this office is subject to Florida's Public Records laws.



## Sanabria, Tammie

---

**From:** Jones, Maria  
**Sent:** Monday, August 24, 2015 11:29 AM  
**To:** Wise, Bonnie; Kimball, Lindsey; Horwedel, Gregory  
**Cc:** Metzire Malone, Nicky; Sanabria, Tammie  
**Subject:** FW: Event Registration

Please see below. Information is for your records.

**From:** Anne Timmel [mailto:atimmel@tampachamber.com]  
**Sent:** Monday, August 24, 2015 11:23 AM  
**To:** Jones, Maria  
**Cc:** Anne Timmel  
**Subject:** Event Registration

You are Registered for: 2015 Denver Benchmarking Trip - SOLD OUT!  
10/4/2015 - 10/7/2015

Hotel Monaco  
1717 Champa Street  
Denver, CO 80202

8/17/2015

Maria Jones  
Hillsborough County  
601 E. Kennedy Blvd.  
Tampa, FL 33602

Chamber Member Registration

Registration Item	Quantity	Price
Chamber Member Registration	3	\$6,600.00

**Attendees:**

**Lindsay Kimball** [kimballl@hillsboroughcounty.org](mailto:kimballl@hillsboroughcounty.org)

813-  
Cell Phone for contact purposes during the trip: 361-  
3687

I give permission to publish the contact information I've  
provided to other trip attendees for the purpose of networking YES  
and relationship building:

Hotel accommodation preference based on availability: King  
Size  
Bed

Additional room nights requested: None

Emergency Contact Name: TBD

Emergency Contact Phone Number: TBD

Dietary Restrictions: None

Any wheelchair accessibility or other needs you may have  
during the trip:

I agree to the liability waiver as outlined on the Benchmarking  
Trip description page: True

**Gregory Horwedel** [horwedelg@hillsboroughcounty.org](mailto:horwedelg@hillsboroughcounty.org)

Cell Phone for contact purposes during the trip: 813-  
777-  
3740

I give permission to publish the contact information I've  
provided to other trip attendees for the purpose of networking YES  
and relationship building:

Hotel accommodation preference based on availability: King  
Size  
Bed

Additional room nights requested: None

Emergency Contact Name: TBD

Emergency Contact Phone Number: TBD

Dietary Restrictions: None

Any wheelchair accessibility or other needs you may have  
during the trip:

I agree to the liability waiver as outlined on the Benchmarking  
Trip description page: True

**Bonnie Wise** [wiseb@hillsboroughcounty.org](mailto:wiseb@hillsboroughcounty.org)

Cell Phone for contact purposes during the trip: 813-  
391-  
2459

I give permission to publish the contact information I've  
provided to other trip attendees for the purpose of networking YES  
and relationship building:

Hotel accommodation preference based on availability: King  
Size  
Bed

Additional room nights requested: None

Emergency Contact Name: TBD

Emergency Contact Phone Number: TBD

Dietary Restrictions: None

Any wheelchair accessibility or other needs you may have  
during the trip:

I agree to the liability waiver as outlined on the Benchmarking  
Trip description page: True

**Sub-Total \$6,600.00**

Taxes \$0.00

**Total \$6,600.00**

Amount Paid \$6,600.00

**Amount Due \$0.00**

Thank you for registering for the 2015 Benchmarking Trip to Denver, CO!

**As a reminder, you are responsible for booking your own flights to and from Denver.** We have identified a direct flight on Southwest as ideal for participation in the full agenda. We will provide airport pick up and drop off for those guests traveling to and from Denver on these flights only.

**Depart:**

Sunday, October 4, 2015  
Southwest #2701  
Depart TPA 4:45 PM  
Arrive DEN 6:45 PM

**Return:**

Wednesday, October 7, 2015  
Southwest #532  
Depart DEN 11:45 AM  
Arrive TPA 5:05 PM

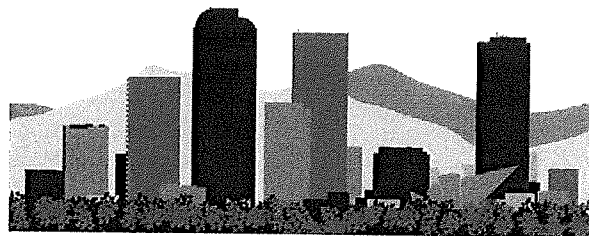
Cancellations received on or before July 31st will be refunded the amount paid, less a \$500 cancellation fee. No refunds will be given after July 31st. Reservations are transferable.

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## Presenting Sponsors:



HOAR PROGRAM MANAGEMENT



## 2015 BENCHMARKING DENVER



**WOW! Event Sponsor:**



**Airline Sponsor:**



Join the Greater Tampa Chamber of Commerce on its 15th annual Benchmarking Visit October 4-7, 2015 to Denver, CO!

2015 Benchmarking Chair Andy Mayts, GrayRobinson, and his committee are putting together an in-depth program designed to introduce you to every facet of Denver, including downtown redevelopment, arts & culture as an economic driver, innovation, workforce, young professional retention, transit in action, and much more. Come with us and explore how the Mile High City has evolved from a Wild West City into a thriving urban community!

## PRICING\*

The price for the four day/three night Benchmarking Visit is \$2,200 per Chamber member. Spouses/Significant Others may attend for \$1,000, which includes full participation in the program.

- › 3 night hotel accommodations
- › Ground transportation during the event, including airport transfers for those who arrive and depart on the suggested flights
- › All scheduled activities
- › All meals with the exception of small group dinners on Tuesday night. We will coordinate dinner arrangements, but the expense of the meal is paid by the individual.
- › Printed reference materials

## TRANSPORTATION

You are responsible for booking your own flights to and from Denver. We have identified a direct flight on Southwest as ideal for participation in the full agenda. We will provide airport pick up and drop off for those guests traveling to and from Denver on these flights only.

**Depart:** Sunday, October 4, 2015  
Southwest #2701  
Depart TPA 4:45 PM  
Arrive DEN 6:45 PM

**Return:** Wednesday, October 7, 2015  
Southwest #532  
Depart DEN 11:45 AM  
Arrive TPA 5:05 PM

## HOTEL

We will be staying in the Hotel Monaco Denver, located in downtown Denver at 1717 Champa Street, Denver, CO 80202. It is located in the heart of downtown, within walking distance of the 16th Street Pedestrian Mall and the vibrant LoDo area.

Three nights of accommodations are included in your registration fee (October 4, 5, and 6th). Your room will be booked by Chamber staff.

If you would like to stay extra nights, the hotel has extended a nightly rate of \$300 for the weekend prior to the trip (October 2nd and 3rd). Please indicate on the registration form if you would like to book these additional nights and we will make arrangements. Please note that there are limited rooms available at this rate.

## PAYMENT INSTRUCTIONS

**Online registration is highly recommended.**

If you require an invoice, please complete this registration form and submit it with payment to:

**Anne Timmel**, Director of Events  
Greater Tampa Chamber of Commerce  
PO Box 420, Tampa, FL 33601

### **Sunday, October 4**

- 4:45 PM EST **Southwest Flight 2701 Departs TPA**  
6:45 PM MST **Southwest Flight 2701 Arrives DEN**  
Provided transportation with box snack and beverages from airport for arrivals on suggested flight  
5:00 – 7:00 PM Early arrivals encouraged to gather at Monaco's evening wine hour, pick up name badges in lobby

### **Monday, October 5**

- 7:30 AM Breakfast buffet  
**Hotel Monaco Ballroom – 1717 Champa St. (lower level)**
- 7:45 AM **Welcome to Denver**  
Overview of Day's Agenda  
**Hotel Monaco Ballroom**
- 8:15 – 9:30 AM **Session 1: Leadership, Vision and Making Change Happen**  
**Hotel Monaco Ballroom**  
**Speakers:**  
Richard Scharf - Visit Denver, *President & CEO*  
Kelly Brough - Denver Metro Chamber, *President & CEO*
- 9:30 – 9:50 AM **Welcome from Governor Hickenlooper**  
**Hotel Monaco Ballroom**  
Governor John W. Hickenlooper
- 9:55 – 10:15 AM **How Design Plays a Role in Redevelopment**  
**Hotel Monaco Ballroom**  
**Speaker:**  
Christopher Shears AIA - Shears Adkins Rockmore Architects, *Principal*
- 10:15 AM - 12:00 PM **Historic Denver Remarks, Small Group Walking Tours en route to Coors Field**
- 12:00 PM Lunch Buffet  
**Coors Field – 2001 Blake St., Gate C entrance (corner of 21st & Blake Street) - Suite 13**
- 12:30 – 2:00 PM **Session 2: LoDo Redevelopment/ Young Professional Retention and Attraction**  
**Coors Field**  
**Speakers:**  
Bill Mosher - Trammel Crow Company, *Sr. Managing Partner*  
Greg Feasel - Colorado Rockies, *Chief Operating Officer*  
Ryan King - LoDo District, Inc., *Executive Director*
- 2:00 – 2:30 PM **Facilitated Discussion: Take-Home Lessons**  
**Coors Field**  
**Speaker:**  
Kimberly Madison - Strategic Property Partners LLC, *Director of Administration*
- 2:30 – 5:30 PM **Free Time / Optional Activities:**  
Coors Field Tour  
Great Divide Brewery Tour - 2201 Arapahoe St.
- 5:30 – 9:00 PM **WOW! Event**  
**Denver Museum of Nature and Science - 2001 Colorado Blvd.**

Presenting Sponsors:

WOW! Event Sponsor:

Airline Sponsor:



**Tuesday, October 6**

- 7:00 AM Breakfast Buffet  
*Chambers Grant Salon at Performing Arts Complex – 1400 Curtis St.*
- 7:30 AM Overview of Day's Agenda  
*Chambers Grant Salon*
- 7:45 – 9:15 AM **Session 3: Deep Dive into Arts & Culture**  
*Chambers Grant Salon*  
**Speakers:**  
Kent Rice - City of Denver Arts & Venues, *Executive Director*  
Ginger White Brunetti - City of Denver Arts & Venues, *Deputy Director*  
Tariana Navas-Nieves - City of Denver Arts & Venues, *Director of Cultural Affairs*  
Erin Brown - City of Denver Office of Children's Affairs, *Executive Director*
- 9:15 AM **Walk to Commons on Champa**
- 9:30 – 11:00 AM **Session 4: Deep Dive into Innovation & StartUp Week**  
*Commons on Champa*  
**Speakers:**  
Tami Door - Denver Downtown Partnership, *CEO*  
Erik Mitisek - Colorado Technology Association, *CEO*  
Brad Feld - The Foundry Group and Techstars, *Co-Founder*
- 11:00 AM **Take 16<sup>th</sup> Street Free Mallride to Wynkoop Brewery**
- 11:15 AM Lunch Buffet  
*Wynkoop Brewery - 1634 18th St.*
- 11:45 AM **Session 5: Transit Oriented Development**  
*Wynkoop Brewery*  
**Speakers:**  
Roger Sherman - CRL Associates, *COO*  
Bill Sirois - RTD, *Senior Manager of Transit Oriented Communities*
- 12:30 PM **Depart for Union Station – Split Group in 2 Tracks**
- 1:00 – 3:00 PM **Transit in Action**  
Experience Transit Oriented Development at two transit stops: 10<sup>th</sup> & Osage and Alameda  
**Speakers:**  
Chris Waggett – D4 Urban LLC, *CEO*  
Ismael Guerrero – Denver Housing Authority, *Executive Director*
- 3:00 – 6:00 PM **Free Time**
- 6:00 PM **Small Group Dinners** *(not covered) I had to pay*

Presenting Sponsors:

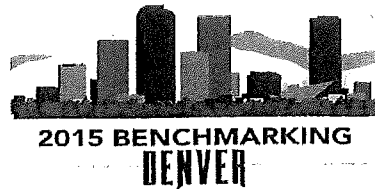


WOW! Event Sponsor:



Airline Sponsor:





Anne Timmel: (813) 294-9812  
Karen Arnold: (813) 428-0928  
Michael Maurino: (813) 476-0977  
@Tampa\_Chamber  
#TPA2Denver

### **Wednesday, October 7**

- 7:00 – 7:30 AM      Load Luggage onto Buses, Check out of Hotel if necessary  
Breakfast Buffet  
***Hotel Monaco Ballroom – 1717 Champa St. (lower level)***
- 7:30 AM              Overview of Day's Agenda  
***Hotel Monaco Ballroom***
- 7:45 AM              **Session 6: Marijuana Legalization – A Case Study**  
***Hotel Monaco Ballroom***  
**Speakers:**  
Andrew Freedman - State of Colorado, *Director of Marijuana Coordination*  
Ashley Kilroy - City of Denver, *Executive Director Marijuana Policy*  
Michael Elliott - Marijuana Industry Group, *Executive Director*
- 9:15 AM              Buses Depart for Airport
- 11:45 AM (MST)      ***Southwest Flight 532 Departs DEN***
- 5:05 PM (EST)      ***Southwest Flight 532 Arrives TPA***

Presenting Sponsors:



WOW! Event Sponsor:



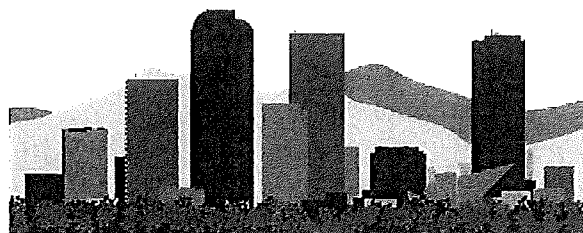
Airline Sponsor:



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HOAR PROGRAM MANAGEMENT



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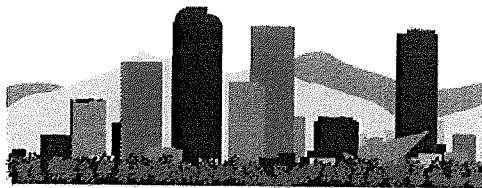
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Anne Timmel, Director of Events  
Greater Tampa Chamber of Commerce  
PO Box 420, Tampa, FL 33601



## 2015 BENCHMARKING DENVER



### REGISTRATION FORM

- ☒ \$2,200 - Chamber Member Registration  
☐ \$1,000 - Spouse/Guest registration  
 (includes full program participation)

Name: Lindsey Kimball

Guest Name (if applicable): \_\_\_\_\_

Company: Hillsborough County Economic

Title: Director

Office Phone: 813-273-3684

Cell Phone: 813-361-3687

(for contact purposes during the trip)

Email Address: kimballl@hillsboroughcounty.org

I give you permission to publish the contact information  
 I've provided to other trip attendees for the purpose of  
 networking and relationship building: ☒ Yes ☐ No

**Hotel Accommodations** (All rooms are non-smoking and  
 preferences are subject to availability):

- ☒ King Size Bed ☐ Two Queen Beds

Additional room nights requested at a rate of \$300 per night:

- ☐ Friday, October 2 ☐ Saturday, October 3

#### Emergency Contact:

Name: Jeff Kimball

Phone: 904-239-0935

#### Dietary Restrictions:

- ☒ None ☐ Vegetarian ☐ Gluten Free

☐ Other: \_\_\_\_\_

#### Notes:

(please use this section to make us aware of any wheelchair,  
 accessibility, or other needs you may have during the trip)

### PAYMENT

Payment in full must accompany the registration. Reservations  
 will not be held and hotel rooms will not be reserved without  
 full payment and a valid credit card number. If you opt to pay  
 for the trip with a check, a credit card will still be required upon  
 check-in for hotel incidentals.

As spaces on this trip fill quickly, the Chamber is not responsible  
 if the trip fills before payment arrives. Spaces are assigned in  
 the order in which they are received and payment is processed.

- ☒ Credit Card ☐ Check Enclosed

Credit Card: \_\_\_\_\_ 34 Exp: 01/16

Billing Address: 601 E. Kennedy Blvd.

City: Tampa

State: FL Zip: 33602

Signature: Mari Jones

### CANCELLATION POLICY

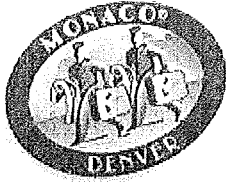
Cancellations received on or before July 31st will be refunded  
 the amount paid, less a \$500 cancellation fee. No refunds will  
 be given after July 31st. Reservations are transferable.

### LIABILITY WAIVER

I acknowledge that all travel carries certain risks, that I am  
 voluntarily undertaking this optional Benchmarking Visit to  
 Denver (along with all related recreational and educational  
 activities), and that because I am responsible for my own  
 well-being during the trip, I hereby release the Greater Tampa  
 Chamber of Commerce and its officers, directors, agents and  
 employees from any and all liability for damage to property or  
 injury or death to person.

The Chamber reserves the right to advance, cancel, or postpone  
 any scheduled event associated with the Benchmarking Visit,  
 and shall have the right (but is not obligated) to substitute  
 another event, but shall not be liable for any refund, loss or  
 expense to the participant by reason of any such cancellation,  
 advancement or postponement. No refund shall be made to any  
 participant who fails to complete the visit for any reason.

Signature: \_\_\_\_\_



A KIMPTON HOTEL

Hotel Monaco  
 1717 Champa Street  
 Denver, CO 80202  
 Telephone: (303) 296.1717  
 Facsimile: (303) 296.1818  
 Reservations: (800) 397.5380  
[www.monaco-denver.com](http://www.monaco-denver.com)



Find us on Facebook  
[www.facebook.com/monaco.denver](http://www.facebook.com/monaco.denver)



Kimball, Lindsay

Room Number: 711

Daily Rate: 209.00

Room Type: KGDX

No. of Guests: 1 / 0

US

ARRIVAL	DEPARTURE	CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
10/04/15	10/07/15	XXXXXXXXXXXX1245	XCRP	GCOR	12440501675
DATE	ROOM NO.	DESCRIPTION	REFERENCE	AMOUNT	
10/06/15	711	HONOR BAR FOOD	TWIZZLERS	\$4.32	
10/07/15	711	MASTERCARD	MASTERCARD	(\$4.32)	

TOTAL DUE: \$0.00

## Sanabria, Tammie

**From:** Jones, Maria  
**Sent:** Wednesday, September 30, 2015 4:26 PM  
**To:** Horwedel, Gregory; Wise, Bonnie; Kimball, Lindsey  
**Cc:** Metzire Malone, Nicky; Sanabria, Tammie  
**Subject:** FW: Your trip is around the corner!

**From:** Southwest Airlines [mailto:SouthwestAirlines@luv.southwest.com]  
**Sent:** Wednesday, September 30, 2015 4:19 PM  
**To:** Jones, Maria <JonesM@HillsboroughCounty.ORG>  
**Subject:** Your trip is around the corner!

You're all set for your Denver trip!

 [My Account](#) | [View My Itinerary Online](#)

**Southwest** 

[Check In Online](#)

[Check Flight Status](#)

[Change Flight](#)

[Special Offers](#)

[Hotel Deals](#)

[Car Deals](#)

### Pack your bags



Your Denver trip is just a few days away! You don't need this email in order to checkin, but feel free to print it out and keep it on hand for your trip if you'd like. Happy travels and thanks for choosing Southwest!

Travel Better with

**EARLYBIRD CHECK-IN\***

- ☒ Automatic Check-In
- ☒ Better Seat Selection
- ☒ Earlier Access to Overhead Bins

ONLY  
**\$12<sup>50</sup>**  
ONE-WAY

**Get It Now**

**Save up to 30%**

**Plus earn up to 2,400  
Rapid Rewards® points.**

**Let's go!**



**Budget®**

Our  
**BIGGEST**  
**travel deals**  
brought to you.

[Sign up and save >](#)



**Air itinerary**

**Air confirmation**

**Passenger(s)**

**HDFBK3**

GREGORY HORWEDEL  
BONNIE WISE  
LINDSEY KIMBALL

**Date**

**Flight**

**Departure/Arrival**

Sun Oct 4 2701 Depart **Tampa Bay** (TPA) on Southwest Airlines at **04:45 PM**  
Arrive in **Denver** (DEN) at **06:45 PM**

Wed Oct 7 532 Depart **Denver** (DEN) on Southwest Airlines at **11:45 AM**  
Arrive in **Tampa Bay** (TPA) at **05:05 PM**

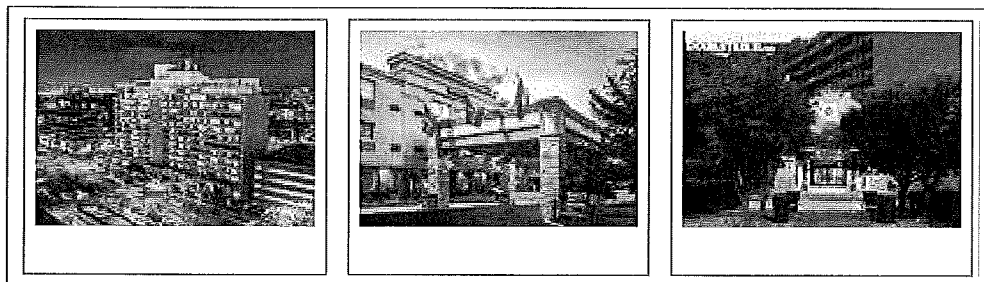








- L** **30 minutes before departure:** We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.
- L** **10 minutes before departure:** You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.
- i** **If you do not plan to travel on your flight:** In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on the flight. If not, Southwest will cancel your reservation and all funds will be forfeited.
- 🧳** **Checked baggage information:** First and second checked bags fly free. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge. Visit TSA's web site for a list of prohibited items.

Bags must be checked no later than 45 minutes prior to your flight's scheduled departure time. If your bags are delayed due to a late checkin, you will be responsible for retrieving them and/or paying applicable delivery charges.

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